

17 January 2025

ENGR. JUCEL MARIE T. GUATLO

Head, Department of Agricultural and Biosystems Engineering
Visayas State University
Visca, Baybay City, Leyte 6521

Dear Sir:

I am writing to express my interest in applying for the Instructor Position (Part-Time) in the Department. I take pride in having graduated from the Department during my college years. Currently, I am a licensed professional agricultural and biosystems engineer, and a candidate for a master's degree in Agricultural Engineer at the University of the Philippines-Los Banos.

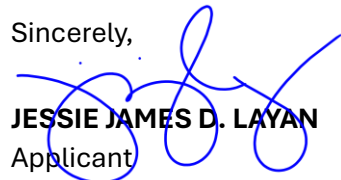
For the past six (6) years of being an Instructor in the Department, I gained experience in teaching basic and advanced undergraduate courses in the BSABE program, such as pre-calculus, fluid mechanics, engineering economy, engineering ethics, properties of AB materials, agricultural processing, storage, and handling. I have also learned to develop course syllabus, lecture materials laboratory manuals and conducting experiments for these courses. I have received positive feedback from both students and faculty members on my teaching performance and communication skills.

I am passionate about agricultural and biosystem engineering as a profession, and I enjoy sharing my knowledge and skills with students. It is my wish to contribute more to the academic excellence and even to the research development of the Department. I am also willing to learn new skills and adapt to different teaching methods and environments.

I have enclosed my resume, PDs, and copies of my academic transcripts for your reference. I would appreciate the opportunity to discuss my qualifications and suitability for the position with you in an interview. You can contact me at 0999 172 3385 or jjdlayan@vsu.edu.ph at your convenience.

Thank you for your consideration.

Sincerely,



JESSIE JAMES D. LAYAN

Applicant